

COMPREHENSIVE EMPLOYEE RELATIONS TRAINING



If you work in supervision, management, or personnel
And you want to know the secrets to do your job well,
But have fears, doubts and questions galore
Be CERTain by getting your answers and more -----
ATTEND THE **C**OMPREHENSIVE **E**MPLOYEE **R**ELATIONS **T**RAINING

Has the state's management style and system ever befuddled you? Have you ever wondered how all the rules and policies fit together so you can maintain productive and happy employees? Have you ever wanted to sit down and meet with management representatives in a small setting to discuss policies, procedures, and do's and don'ts?

Now you can gather an immense amount of information and learn *about employee relations* in Indiana state government in four weeks! The program is called *CERT: Comprehensive Employee Relations Training*.

The State Personnel – Employee Relations Division has combined forces with the Employment Division to present all the *employee relations* classes in a combined format for a fun learning experience. Classes include progressive discipline, performance appraisals, FML, personnel rules, sexual harassment, selection & interviewing, ABCs of discrimination and administrative investigations.



The classes were designed to build upon each other and slowly introduce participants to concepts managers, supervisors and personnel encounter when dealing with *employee relations*. While the material is the same (same policies/procedures/rules) the training has been revised and now includes examples, hypotheticals and exercises.



One great thing to remember about this training program is **that only managers, supervisors and personnel employees** will be attending. This atmosphere of learning will allow instructors and participants to discuss and analyze issues openly, which will foster a better understanding of concepts.



Registration Instructions: The classes are taught in a group the first month of each quarter, every Tuesday and Wednesday for four weeks. In March, June, September and December, a ninth day of training will be conducted. This will be an opportunity for the class to reconvene and discuss any issues that have occurred in the interim. There will also be a quiz on all the material.

You only have to register once for CERT (i.e., you do not have to register for each class) but you are expected to attend all the classes. When you register, please make sure your calendar does not conflict with any of the class dates.

If you have any questions about this training program please contact the Employee Relations Division at 317/232-3080